

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITAL - ATASCADERO
PLANT OPERATIONS

JOB CLASSIFICATION: Water & Sewage Plant Supervisor
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Perform a variety of skilled work in the operation, maintenance and repair of the Sewage Treatment Plant, including lighting, power, water, water treatment, and other mechanical systems normally found in a State Hospital Plant. May instruct or lead workers; and do other related work.

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| 50 % | Operates, maintains sewage treatment plant, repairs Clarifiers, Bio-Filter, Digester, all related equipment, pumps, lines, and motors. Maintains sludge beds. Pumps sludge pit to digester twice daily. Records flow charts daily. Takes water samples and records results daily. Maintains a preventive maintenance program on all equipment. Perform the cleaning, painting, and upkeep of equipment. Has the physical ability to climb and work off of ladders, lift a minimum of seventy (70) pounds, and turn large valves. |
| 35 % | Operates, maintains domestic water wells for hospital. Repairs and maintains four wells and related equipment. Take daily tests of water, interpret tests and determine necessary changes in dosage and treatment processes. Takes daily reading on flow chart. Maintains chlorine injection system. Perform minor plumbing duties in connection with water and sewage systems. |
| 10 % | Prepares reports for County and State. Insure that State and County mandated testing is completed for wastewater influent, effluent, and water supply. |
| 5 % | Maintains and follows proper tool control procedures and instructs all concerned. Reads, understands, and conforms to all Hospital Administrative Directives and Plant Operations Policies. Follows good safety practices, and makes corrections or suggestions on safety issues. Understands and know the location of Material Safety Data Sheets and protective equipment in regard to any hazardous material he/she be may required to use. |

As determined by the Chief of Plant Operations, the Water and Sewage Plant Operator may be temporarily assigned to assist in other Plant Operations functions which would serve the best interests of the Hospital.

2. SUPERVISION RECEIVED

Chief Engineer II

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Water, sewage, and other mechanical systems and equipment, and methods, materials and tools used in the operation, maintenance, and repair of such equipment; principles of water and sewage treatment; the department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.

ABILITY TO:

Read and write English at a level required for successful job performance; make and interpret chemical and physical laboratory tests to determine effectiveness of water and sewage treatment; prepare routine reports and keep accurate records; train and supervise employees engaged in operating water and sewage treatment plants; read, interpret, and work from plans, drawings, and specifications; think and act quickly in emergencies; analyze situations accurately and take effective action; effectively contribute to the department's affirmative action objective's.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR (at facility option)

N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Operates, maintains and repairs the Sewage Treatment Plant and all related equipment. Checks and repairs water wells, including pumps, controls and tanks. Takes daily readings on Sewage Plant and water wells. Operates chlorine injection system for water wells. Maintains records and makes reports on County and State regulations. Takes samples for analysis. Orders materials for Sewage Plant and all related equipment. Keeps Sewage Plant neat and clean at all times. Maintains relationship security in the workplace.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Knowledge of Sewage Treatment Plant and water distribution; water treatment and testing.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from civil service. Employees in this class must.

- Possess a minimum of Grade II Waste Water Treatment Operator Certificate (WW2) issued by the California Department of Health Services and California State Water Resources Control Board.
- Possess a minimum of Grade II Water Distribution Certificate (D2) issued by the California Department of Health Services and California State Water Resources Control Board.
- Possess a minimum of Grade II Treatment Operator Certificate (T2) issued by the California Department of Health Services and California State Water Resources Control Board.

7. TRAINING - Training Category = 9

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Chief Engineer II	_____ Date
_____ Reviewing Officer Signature	_____ Chief of Plant Operations III	_____ Date